

PRIVACY STATEMENT

on the management of personal data of candidates

1. The online Application for an inter-institutional accreditation test.

On completing the on-line application form, you are applying for an accreditation test to become a Conference Interpreting Agent (ACI) with the European Parliament, the European Commission and the Court of Justice. The inter-institutional test office is run under the responsibility of Ms Pilar Moreira Ribeiro – Head of Unit DG SCIC C4 (Joint Management of External Conference Interpreting Staff).

2. What personal data do we collect and for what purpose?

In order to register you for a test and to make sure that you have the right profile, DG SCIC C4 requires the following personal identification information:

- Surname
- First name
- Name before marriage (if applicable)
- Gender
- Date of birth
- Street + No.
- Postcode
- Town or city
- Country
- Telephone number(s) (mobile, private, office, etc.)
- Fax number (if applicable)
- Email address
- Nationality
- Active (A) and passive (C) languages and other language(s), if any, into which you are able to interpret in simultaneous mode (B language)
- University level education
- Professional experience (if applicable), including the number of days worked and examples of clients
 - Information on any disability you may have
 - Knowledge of each language
 - Long periods spent abroad

- Only for candidates invited to an accreditation test: banking details, identity document details and business data (business name, VAT number) if applicable.

The collected data are stored in an inter-institutional database (CORALIN accessed via the application called Signalétique) and subsequently processed in accordance with the operational requirements of the different interpreting services. The legal basis for collecting this information is the Staff Regulations of Officials of the European Communities – Conditions of employment of other servants of the European Communities. In order to avoid double entries, the personal information provided is checked against existing information in the database.

Please note that should you be invited for a test, all your data concerning the test will be stored in your personal file.

3. Who has access to your information and to whom is it disclosed?

The personal data are made available exclusively to the staff of the institutions mentioned above who is responsible for the preparation, programming and holding of inter-institutional tests for interpreters to be employed by the institutions, Bodies and Agencies of the Union, to the Heads of Interpretation Units, to Middle and Senior Management, to the internal Audit Unit, to staff processing candidates' claims for partial reimbursement of travel and subsistence expenses and to staff carrying out evaluation functions. They are not transferred to other recipients except, where necessary, for control purposes to the institutions and bodies entitled to receive them (i.e. Court of Auditors, OLAF, budgetary authority) in accordance with [Regulation \(EC\) 45/2001](#).

4. How do we protect and safeguard your data?

Your data are stored in a secured database on the servers of DG SCIC to which only the officials listed under point 3 have access with a UserID and a Password.

The access to the personal data is protected by the management of the access rights which are strictly limited to specific groups. The entitlement is distributed according to the principle of "the need to know" taking into account the function and the responsibilities. Consequently the access rights are continuously updated in accordance with the changes in the assignments of the jobholders. The logins and the passwords are managed by the owner of the application. Thanks to the technique of "audit trail" each access and manipulation of data in CORALIN can be identified.

Personal data are covered by the numerous defensive measures implemented by DG DIGIT to protect the integrity and confidentiality of the electronic assets of the Commission. Therefore they are only transmitted across secured inter-institutional networks.

The service is implemented in accordance with the rules described in [Regulation \(EC\) 45/2001](#), in particular articles 22 and 23.

5. How can you verify, modify or delete your data?

You can amend at any time your personal contact details (surname, name, address, telephone number, e-mail, etc.) via your personal SPIRIT account. All requests for rectifying any other information should be sent to the Inter-Institutional Test Office (European Commission) via the functional mailbox CSI-tests@ec.europa.eu.

All other requests should be made via the same functional mailbox.

6. How long do we keep your data?

Paper and electronic files of candidates who have not submitted their CV and/or copies of their diploma within 3 months from the date of their application for a test, will be erased.

In all other cases, they are stored in the database for 20 years.

7. Whom to contact if you have queries or complaints?

The first level of contact is the functional mailbox of the inter-institutional test office in DG SCIC C4: CSI-tests@ec.europa.eu.

The Data Controller for processing of personal data of candidates within the database Coralin is the Head of Unit DG SCIC C4 (Joint Management of External Conference Interpreting Staff) to be contacted via the Delegated Controller at the functional mailbox CSI-tests@ec.europa.eu.

DG SCIC's Data Protection Coordinator is a member of DG SCIC staff: scic-data-protection-coordinator@ec.europa.eu.

The Commission's Data Protection Officer in SG.03 may be contacted via DATA-PROTECTION-OFFICER@ec.europa.eu.

In cases where the conflict is not resolved by the Controller and/or the Data Protection Officer, complaints can be addressed to the European Data Protection Supervisor: edps@edps.europa.eu